

EFFECTIVE

December 1, 2011.

Subject(s)

1. Telephone interviewing.
2. Employment activities.
 - JET referrals.
 - Employment related activities.
 - Triage.
 - Noncooperation documentation.

**1) Telephone
Interviewing****Cash Assistance (FIP)****BAM 110, Application Filing and Registration**

MI Bridges online application filing date has been added.

The processing of cash assistance applications, including FIP telephone interviews, and member add requirements has been updated.

A new form, the DHS-1173, Cash Assistance Rights and Responsibilities, along with the new requirements of the DHS-1538, Work and Self-Sufficiency Rules, have been added.

Reason: Policy change.

Communication Plan: Policy Tip Announcement.

FIP, SDA and RAPC**BAM 115, Application Processing**

Signature requirements for FIP, SDA and RAPC applications have changed.

A new form, the DHS-1173, Cash Assistance Rights and Responsibilities, along with the new requirements of the DHS-1538, Work and Self-Sufficiency Rules, have been added.

FIP member add signature requirement at application and redetermination has been added.

FIP application processing now includes a telephone interview. See mandatory in-person interview exceptions.

FIP interview requirements for each adult mandatory group member have been added.

FIP/SDA only applications may no longer defer completion of receipt of a reply from an out-of-state inquiry.

Reason: Policy change.

Communication Plan: Policy Tip Announcement.

BAM 210, Redetermination/Ex Parte Review

FIP redetermination processing now includes a telephone interview for head of household. FIP interview requirements have been added.

New signature requirements for FIP redetermination have been added.

FIP interview requirements at redetermination for adult mandatory group member adds have changed.

Reason: Policy change.

Communications plan: Policy Tip announcement.

BEM 515, FIP/RAPC/SDA Needs Budgeting

The disclaimer that cash assistance is not to be used for massage parlors, spas, tattoo shops, bail-bond agencies and on cruise ships has been added.

Reason: Policy change.

Communications plan: Policy Tip announcement.

2) Employment Activities

FIP

BEM 228, Family Automated Screening Tool (FAST) and Family Self-Sufficiency Plan (FSSP)

The disclaimer that cash assistance is not to be used for massage parlors, spas, tattoo shops, bail-bond agencies and on cruise ships has been added.

Reason: Policy change.

Communications plan: Policy Tip announcement.

BEM 229, Work Participation Program Referrals & Orientation

The disclaimer that cash assistance is not to be used for massage parlors, spas, tattoo shops, bail-bond agencies and on cruise ships has been added.

Clarification for identifying barriers at application have been added.

The DHS-4785, Work Participation Program Notice has been automated in Bridges.

Reason: Policy change.

Communications plan: Policy Tip announcement.

FIP/RAP Cash

BEM 230A, Employment and/or Self-Sufficiency Related Activities

The disclaimer that cash assistance is not to be used for massage parlors, spas, tattoo shops, bail-bond agencies and on cruise ships has been added.

Work Ready definition updated.

The DHS-4785, Work Participation Program Notice, has been automated in Bridges.

Reason: Policy change.

Communications plan: Policy Tip announcement.

WEI definition has been clarified.

Reason: Policy clarification.

FAP

BEM 230B, Employment Related Activities

The education deferral has been updated.

Reason: Policy clarification.

FIP**BEM 233A, Failure to Meet Employment And/Or Self-Sufficiency-Related Requirements**

- Planning triage is detailed.
- Employment and/or self-sufficiency-related activities is updated.
- Processing the FIP closure is clarified.

Reason: Policy clarification.

FIP**BEM 233B, Failure to Meet Employment Requirements: FAP**

Clarified the budgeting of the last FIP grant into the FAP budget for a lifetime employment and training sanction.

Reason: Policy clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Changed Items (content changes) ...**

**BAM 110
BAM 115
BAM 210
BEM 228
BEM 229
BEM 230A
BEM 230B
BEM 233A
BEM 233B
BEM 515**